

U4BW (Agresso) System Support Specialist

£40,000

Location: IPSA works hybrid, flexible on UK mainland location.

The Independent Parliamentary Standards Authority (IPSA) is the independent body that regulates and administers the business costs and decides the pay and pensions of the 650 Members of Parliament and their staff in the United Kingdom. We were created by the Parliamentary Standards Act 2009, as the world's first independent regulator of MPs' financial remuneration.

IPSA is entering an exciting phase of development of Business World following an upgrade to v.7.7 as we look to optimise the system functionality.

The role holder will work across teams and with our customers to design and test system enhancements and new ways of working. Some of the new projects the role holder will be working on include dynamic forms, workspaces, and APIs. This is an excellent opportunity to learn a new skill set and grow your technical portfolio within IPSA.

You will translate business and customer needs into requirement specifications for submission to our external support provider.

A key element of the role is to help improve IPSA's financial awareness, control, and management of resources through managing tickets, resolving errors, and troubleshooting issues to evaluate and implement change.

Key areas of responsibility include:

- Working closely with all areas of the organisation, and especially with the Financial Systems Accountant, Product Owner and Head of Finance to ensure the system meets the strategic and operational needs of IPSA and its customers.
- Working on new projects and system change requests with our internal customers.
- Support relevant processes, internal controls and system integrity when considering system change requests and ensuring the ongoing maintenance of segregation of duties and processes. Continually reviewing the ERP system in relation to business, statutory, audit and regulatory requirements.
- Providing system administration support to resolve queries from across the organisation, prioritising workload and completing demands according to the needs of the organisation.
- Support maintaining U4BW system functions ensuring financial processes are efficient, effective, and controlled.
- Working with the Systems Accountant to help develop and implement operational changes which will enable IPSA to drive improvement to both its own and MPs financial processes.

What we are looking for

The appropriate candidate is expected to have minimum two years' experience with U4BW (Agresso) and accounting experience working with public money, complying with the current financial reporting framework.

The candidate would expect to have system and reporting technical skills and is eager to learn to intermediate to advance.

The role holder can work under pressure and use initiatives to plan the work around solutions.

Take a proactive approach and make suggestions to improve system functionality to benefit the wider organisation.

Great opportunity for someone who is eager to develop new functions and build on their existing skills.

Benefits:

- Generous holiday entitlement
- Season ticket loan
- Access to learning and development
- A culture encouraging inclusion and diversity; with LGBT+, BAME, and Green workplace groups
- Civil Service Pension
- Flexible Working
- We are a high-performing organisation that respects diversity and promotes our values through all the work that we do.

How to apply

We're committed to making IPSA a more diverse and inclusive organisation and we choose to recruit, retain, and develop people with a diverse mix of skills and experience. Our inclusive workplace environment welcomes people from all backgrounds and our BAME, Green and LGBT+ networks signal our commitment to celebrate and promote diversity and sustainability.

We've adapted our recruitment process during the pandemic. and we run virtual interviews and a virtual onboarding process. Candidates who want to join our team will need access to a secure WIFI network and a private space to work from. Successful candidates will be supplied with equipment for virtual onboarding, training, and working from home. Our office is in Central London, but we are looking for people based across the UK with the right to work in the UK, with occasional travel to London required.

Our core values are:

- Staying Connected
- Seeing the Bigger Picture
- Being Open
- Doing the Right Thing, and
- Making a Difference

If you share our values, then we would love to hear from you.

If you're interested in applying for this role, please send us your CV and cover letter of no more than 400 words. Please send to ipsa.recruitment@theipsa.org.uk IPSA is committed to diversity and inclusion and welcomes applicants from all backgrounds. As such, please ensure that your CV and cover letter **do not contain** any personal details which could identify you.

Please remove any reference to your:

- name and title
- educational institution names
- age and gender
- email address
- postal address and telephone number
- nationality and immigration status

We may be unable to consider your application if you do not follow the application guidelines above. When you submit your application via email to our HR team, your name and email address will only be visible to them and *not* those who will conduct the shortlisting. **The HR team will contact you if you have been shortlisted.**

If you would like further information or an informal discussion, please contact our HR team at HR@theipsa.org.uk.

We will be interviewing throughout the application window; We reserve the right to close the advert early depending on the volume of responses. Happy to talk flexible working. By applying you confirm you have the right to work in the UK and [have read our Human Resources privacy notice](#).